



# Citizens Guide to the Major Subdivision Process

The purpose of the Subdivision Regulations is to control the division of land within the unincorporated areas of Christian County.

Any division of land into lots or tracts less than 20 acres in size which does not fall within the classification of an administrative minor subdivision (more than 3 tracts) is classified as a major subdivision.

All submittals shall be made to the Christian County Planning and Zoning Department, 1106 W. Jackson St., Ozark, Missouri 65721.

The following steps will guide you through the major subdivision plat approval process. Staff is available at any point during the process to assist you or your representative with any questions or concerns you might have.

## ***First Step: Initial Contact***

You are encouraged to contact the Planning and Development Department for general information. The staff can inform you of the deadlines and processing time involved; any special circumstances that need to be considered; any requirements that may be made, and can give you an initial impression of what the County's response may be to your plans.

Copies of the [Subdivision Regulations](#) containing all the County's regulations on the subdivision of property are available for a fee from the Planning and Zoning Department or can be found at [www.christiancountymo.gov](http://www.christiancountymo.gov). It is recommended, but not required, that you hire a surveyor or engineer to assist you at this stage.

It will take time for you to construct any required improvements before your plat can be recorded. Please keep this time frame in mind and start the process early enough that you will be able to sell lots or get building permits when you need them.

## ***Second Step: Submittal of the Sketch Plan***

At this point you must hire a surveyor or engineer, if you haven't already done so, to prepare your sketch plan. The [Subdivision Regulations](#) and the [Sketch Plan Checklist](#) will assist your surveyor in preparing your sketch plan. You must submit the [sketch plan](#) showing conceptually how you want to subdivide your property. This plan is intended to be conceptual in nature and, while accuracy and legibility are essential, the submission of detailed finished plans is discouraged. The material should provide sufficient information to determine general compliance with zoning, subdivision, and design standard regulations. Once the sketch plan has been reviewed, the staff will send you a letter containing all of staff's comments, suggestions, requirements, or corrections that must be made to your plan prior to submitting the [preliminary plat](#). The following items must accompany the sketch plan in order to be considered a complete application.

- Five (5) copies of the sketch plan meeting all of the requirements of Article 6, Section 2 of the Subdivision Regulations
- One (1) copy of the sketch plan submittal form signed by the preparer and applicant(s).
- A recorded copy (on file in the Recorder of Deeds Office) of the property deed which establishes rightful ownership of the property to be subdivided.
- Non-refundable [application fee](#).

## ***Third Step: Preliminary Plat***

The [Subdivision Regulations](#) and the [Preliminary Plat Checklist](#) will assist your surveyor in preparing your preliminary plat. The preliminary plat is intended to be the development guide. It is more detailed in nature than the sketch plan and shall provide sufficient information that affirms the development's compliance with zoning, subdivision, and design standard regulations. The following items must accompany the sketch plan in order to be considered a complete application.

- Five (5) copies of the preliminary plat meeting all of the requirements of Article 6, Section 3 of the Subdivision Regulations.
- One (1) copy of the sketch plan submittal form signed by the preparer and applicant(s).

- Five (5) copies of the engineer's report meeting all of the requirements of Article 6, Section 4 of the Subdivision Regulations.
- List of all the property owners, and their mailing addresses, both within the area to be plated, and within 1000 feet of the area to be plated, that can be obtained from the County Assessor's office.
- Plain, stamped envelopes for each name on the list of property owners with the names and addresses typed on the envelopes as well as completed certified mail labels.
- Non-refundable [application fee](#).
- Requests for variations to the subdivision regulations, if any.

You will be notified of the date, time and place of the Planning and Zoning Commission meeting. The Planning and Zoning staff will review your Preliminary Plat. The staff will advise you and/or your surveyor or engineer of any corrections, comments, or additional requirements.

The Planning and Zoning staff will prepare a staff report to the Planning and Zoning Commission that will contain the staff recommendation to the Commission. The recommendation will contain any conditions of approval that staff considers appropriate. These conditions typically include requirements for additional right-of-way; construction of streets, sidewalks and stormwater detention facilities; limitations of access, etc. You will receive a copy of the staff report the week prior to the Planning and Zoning Commission meeting.

Also during this time, staff will provide you with the format for a legal advertisement which must be published in the Christian County Headliner or The Daily Events at least 15 days prior to the hearing. You will be responsible for the cost of the advertising as well as the cost for certified mailings of notices to the property owners within 1000 feet of the property to be rezoned. Staff will place public hearing signs on the property to advise interested parties of the date, time and place of the Planning and Zoning Commission meeting.

## ***Fourth Step: Final Plat***

You must submit construction plans for all the required public improvements to the Planning and Zoning Department prior to this stage. Construction plans for all required improvements must be completed and approved by the various agencies having jurisdiction before the final plat can be recorded.

You may submit a [Final Plat](#) on all or phases with each phase covering a portion of the approved preliminary plat. The Final Plat Checklist within the [Subdivision Regulations](#) will assist your surveyor or engineer in preparing your Final Plat. The final plat must substantially conform to the approved preliminary plat.

All of the following items must be submitted to constitute a complete Final Plat review submittal:

- Three (3) paper copies of the final plat.
- One (1) copy of the signed final plat submittal form signed by the preparer and applicant(s).
- Non-refundable [application fee](#) as provided by the adopted fee schedule.
- After obtaining approval by the Planning and Zoning Department, submit:
  - One (1) mylar copy with original signatures, plus
  - Three (3) paper copies for recording, addressing, and dissemination.
  - One (1) copy in an electronic format acceptable to the Christian County Assessor's Office.
- Covenants are required for subdivisions which have common area(s) and must be approved by the Christian County Counselor prior to the recording of the subdivision plat.

Approval of the final plat for a major subdivision also requires the Planning Department to collect a [per lot fee](#) for the total number of lots created as provided for in the adopted fee schedule.

To record a plat prior to the acceptance of all public improvements you must provide a Performance Bond or Irrevocable Letter of Credit acceptable to the

County in order to guarantee the cost for the completion of the required public improvements.

The Administrator may either approve the final plat, require changes in writing, or refer the final plat to the Planning and Zoning Commission. You will receive in writing any required changes to the final plat.

You have the right to appeal the Administrator's decision to the Planning and Zoning Commission. The appeal must be filed thirty (30) days prior to the regular Planning and Zoning Commission hearing.

A final plat must be recorded within two (2) years of the date of approval of the preliminary plat. If the final plat is submitted in successive phases you will have one year after each phase to record the final plat for the next phase.